

Rabbinical College of Australia & NZ Personnel Records Checklist

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|------------------------|--|
| Employee Name: | |
| Job Title: | |
| Date Commenced: | |
| Employee No: | |

Status:

- Full Time
 Part Time
 Contract
 Casual
 Shlich
 Volunteer
 Student Volunteer
 Other _____

(*) Denotes Mandatory documentation required prior to commencing.

| | | | | | |
|---|-------|--------------|-------|-------------|--|
| SECTION 1: (PAYROLL) | | | | | |
| <input type="checkbox"/> Taxation Declaration Form (*) | | | | | |
| <input type="checkbox"/> Superannuation Forms: Standard Choice Form (*) | | | | | |
| <input type="checkbox"/> Leave Forms – (Personal / Annual / Long Service Leave/Parental Leave) other. | | | | | |
| <input type="checkbox"/> National Police Clearance Certificate and/or Working with Children Check (*) | | | | | |
| Police Check No. | | Release Date | | Expiry Date | |
| Police Check No. | | Release Date | | Expiry Date | |
| WWCC No. | | Release Date | | Expiry Date | |
| WWCC No. | | Release Date | | Expiry Date | |
| (PAYROLL) – Termination / Resignation Details (as applicable) | | | | | |
| <input type="checkbox"/> Letter of Resignation / Termination | | | | | |
| <input type="checkbox"/> Complete paperwork to be posted to the employee – e.g.: Payslip, Statement of Service. | | | | | |
| <input type="checkbox"/> Confirmation return of property | | | | | |
| (PAYROLL) – Parental Leave (as applicable) | | | | | |
| <input type="checkbox"/> Parental Leave Notification Terms | | | | | |
| <input type="checkbox"/> Personal Leave Doctor's certificate | | | | | |
| Date: | Date: | Date: | Date: | Date: | |
| <input type="checkbox"/> Centrelink Paperwork | | | | | |
| <input type="checkbox"/> Letter from employee, advising their intention to return to work date. | | | | | |



SECTION 2: (Human Resource requirements) - For All Staff

- [HR Personal Details and Identity Record](#) including Proof of Identity (*)
- Signed Position Description (*)
- Employee's CV / Resume (*)
- Qualification Documentation – certificates, diplomas (as per job description) (*)
- The Personnel Statement of Agreement** (included with **Code of Conduct**) affirming receipt and understanding of the following policies - **MUST be signed by Employee and Supervisor** (*):
 - [Child Protection Policy](#)
 - [Practice and Behaviour Guidelines](#)
 - [Child Safety Reporting Policy](#)
- Applicant was allowed time to read and ask questions regarding the child safe policies (above) (*)
- Child Safety Training completion (*)
- Professional Development and Assessment Documents (*)
- Any other letters or file notes of relevance to the staff member's performance at the College (*)

SECTION 3: (Human Resource requirements) - For Staff recruited after December 2020

- Application Record (*)
- Interview questions / Notes on applicant interview (*) via [HR Applicant Interview & Referee Record](#)
- Reference checks / Notes on applicant interviews with referees (*) via [HR Applicant Interview & Referee Record](#)
- Signed Letter of Offer / Acceptance and any subsequent updates (*)
- [HR Recruitment and Induction Checklist](#) signed by admin (*)

Confirmation:

The above documents have been sighted by the HR Mgr for this new employee, therefore, details can be entered into payroll records and employee may commence employment.

| | | |
|--------------------------------------|--|-------|
| Sighted by Executive Director: | | Date: |
| Details entered by Payroll – signed: | | Date: |

Please return the file\ folder into the employee file cabinet Human Resources Department. Thank you.

